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UNITED STATES DEPARTMENT OF AGRICULTURE
Production and Marketing Administration
Washington 25, D.C.

Number 122

January 29, 1948

PMA PROCEDURE TRANSMITTAL

NEW RELEASE

Reserve

323.1
1-26-48
Supersedes
323.1 dated
2-25-47 and
P.D.I. 323-1

EFFICIENCY RATING PROGRAM - WASHINGTON AND FIELD: Outlines efficiency rating regulations effective January 15, 1948, and establishes the policies and responsibilities of PMA in administering the efficiency rating program. Particular attention is called to paragraph IV B 1 a requiring entrance ratings as of January 15, 1948, by PE officers. No efficiency ratings other than entrance ratings shall be made between January 15, 1948, and March 31, 1948. (See paragraph IV A 3 of the Instruction.) Remove Instruction 323.1 dated 2-25-47 from the Manual and insert attached Instruction.

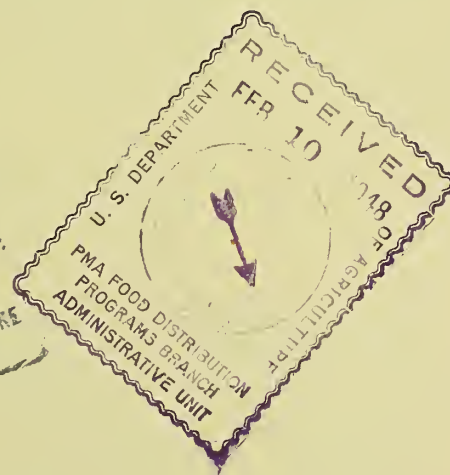
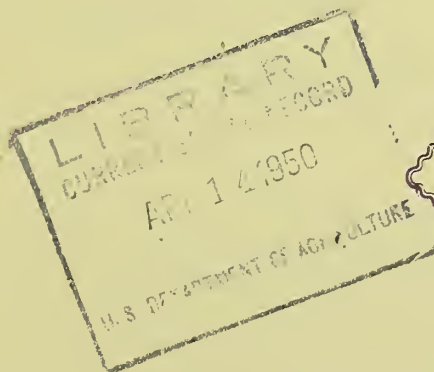
OBSOLETE

SF-51
(December, 1943)

REPORT OF EFFICIENCY RATING: Remove Insertion dated 3-4-46 from the Forms Manual. A revised insertion will be released prior to March 31, 1948. The form will not be needed between January 15 and March 31, 1948, as no efficiency ratings, other than entrance ratings by PE officers, are to be made during that period.

* * *

PMA Procedure Transmittal No. 121 will be released in the near future.



UNITED STATES
DEPARTMENT OF
COMMERCE
BUREAU OF
ECONOMIC ANALYSIS
WASHINGTON, D. C.

NEW YORK

RE: THE ECONOMIC SITUATION IN
NEW YORK STATE AND THE
EFFECTS OF THE RECENT
FLOODS ON THE
ECONOMY OF THE STATE.
The recent floods in New York State have had a
serious effect on the economy of the state. The
floods have destroyed a large amount of property
and have caused a great deal of loss of life and
livestock. The damage to the crops is also
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The economy of the state is therefore in a
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EFFICIENCY RATING PROGRAM - - - WASHINGTON AND FIELD

I PURPOSE

A This instruction outlines the new efficiency rating regulations and establishes the policies and responsibilities of PMA in administering the efficiency rating program.

II GENERAL

A Requirement - The efficiency rating program of the Federal Government, a highly important function of management, is a legal requirement and its basic purpose is improved service to the public. Efficiency ratings have a direct bearing on salary advancements, salary reductions, and separations from the service. Therefore all employees are personally concerned with the proper evaluation of performance.

B Procedure - In addition to this instruction, other policies, regulations and guides with which Efficiency Rating Committees, administrative and supervisory employees should be familiar are:

1 Rating Official's Guide (USDA) - Except on Pages 4 and 5 on "Kind of Rating", "Date of Rating and Period of Service Considered", "Regular Rating", "Probational Rating", and "Special Rating", which are changed by this instruction.

2 Supplement to the Rating Official's Guide (USDA) - Except the language under "Efficiency Rating Committees" on page 2 which changes from "operates in a staff capacity" to "operates for and exercises the authority of".

3 PMA Instruction 323.2 - "Standard Element Markings of Efficiency Ratings".

4 Personnel Circular 86 (Revised)

III POLICY

A well-administered efficiency rating program is designed to improve the services of the Government and promote understanding between workers and supervisors at every level of employment. It is PMA policy to achieve these objectives through a coordinated, year-round training program for supervisors. This will be accomplished through the diligent efforts of the efficiency rating committees, supervisors, and other administrative officials.

EFFICIENCY RATING PROGRAM

IV NEW REGULATIONS

A General

1 Effective date - The new regulations are effective January 15, 1948.

2 Next Regular Rating Date - The annual rating date for 1948 will be March 31, 1948 for the Department of Agriculture.

3 Transition Period - January 15, 1948 to March 31, 1948 - Period of making changes in Efficiency Rating System. Make no ratings on Standard Form 51, Report of Efficiency Ratings, during this period.

B Kind of Ratings - There are two types of official ratings: (1) Entrance Ratings (2) Regular Ratings. Special ratings, Probationary ratings, and Interim ratings have been eliminated.

1 Entrance Ratings - An entrance rating is an efficiency rating to be given to an employee when first assigned to a position. If the employee has an official adjective rating on record, it will be used as his entrance rating except that, if his last official rating was "Unsatisfactory", his entrance rating shall be "Fair". This applies in all cases regardless of when or where the rating was made or the grade or position the employee was in at the time of the rating. If the employee has no current official rating, his entrance rating shall be "Good"

a When Made - Effective January 15, 1948 the appropriate PE office or representative is required to automatically record an entrance rating of "Good" without approval of the Efficiency Rating Committee, for each of its employees who has never been given an official adjective rating. For those employees transferred from other agencies and now on the rolls with no rating on record; it will be necessary to obtain the last official rating from the old agency. If the rating is not available and the employee has no evidence of his last rating, a rating of "Good" shall be assigned as his entrance rating.

b Recording Entrance Ratings after January 15, 1948. - After January 15, 1948, as new appointments and posi-

EFFICIENCY RATING PROGRAM

(IV B 1 a)

tion changes are made, entrance ratings will be entered under "Remarks" on the fanfold for the action. In cases where the new employee is transferred from another government agency, the personnel technician handling the case will obtain the employee's last official rating from the other agency.

c Use of Entrance Ratings - Entrance ratings are official ratings and will be used for retention registers, within-grade promotions, and all other administrative purposes. Employees given entrance ratings January 15, 1948 will receive their next regular rating six months from the date they entered on duty in that job, unless they have been in the position for six months or more on March 31, 1948 -- in which case they will be given a regular rating March 31, 1948.

d Reassignments - When an employee changes from his old position to a position in a different service, grade, or class his last official rating carries over and becomes the entrance rating in the new position.

2 Regular Ratings - There are two kinds of regular ratings. (1) The first regular rating is a six months rating to be made six months after a new appointment or assignment to a position in a different service, grade, or class. (2) The regular annual rating to be made March 31 of each year, provided the employee has not received his regular six months rating within 90 days preceding March 31.

3 March 31, 1948 Regular Rating - The following conditions will determine who shall be rated on March 31, 1948.

a All employees who have an official rating on record prior to January 15, 1948 and who have no change in service, grade, or class between January 1, 1948 and March 31, 1948.

b All employees who have been in the service, grade, and class of the position held on March 31, 1948 for six months or longer and have no offi-

EFFICIENCY RATING PROGRAM

(IV B 3 b)

cial rating other than an entrance rating on record on January 15, 1948.

C Periods of Service

1 Service from the date of the last regular rating on record or from the date the employee entered on duty in the agency in the service, class, and grade of the position held at the time of the rating, whichever is later, shall be considered. (See IV B 2 for dates on which ratings are given.)

2 If the employee has moved during the rating period from one position to another position of the same service, class and grade, in the same agency, service rendered in both positions during the rating period shall be considered.

3 If the employee was assigned on detail to the position and the detail was followed by official action moving the employee into the position during the rating period, service during the rating period while the employee was on detail may be considered.

4 If a change in service, class, or grade did not involve any current change in duties or responsibilities but arose out of a re-evaluation of the position (as might occur as a result of a classification survey or classification appeal), service during the rating period while the employee was performing those duties and responsibilities shall be considered without regard to the date of the official change in service, class, or grade.

5 If the employee is on leave without pay or furlough at the time of rating, service to the last date of active duty shall be considered, unless the period of service was less than ninety days in which case no regular rating will be made.

6. Examples of When Ratings are Given Under New System:

 EFFICIENCY RATING PROGRAM

(IV C 6)

<u>Case</u>	<u>Entrance Rating to be given</u>	<u>Six Months Rating</u>	<u>Annual Rating</u>
1. Employee with official rating prior to 1-15-48 and no change in position 1-1-48 to 3-31-48	None - carry over last official rating	None	March 31, 1948
2. Employee with no official rating prior to 1-15-48 with six months or more of service in job held 3-31-48.	January 15, 1948 "Good"	None	March 31, 1948
3. Employee transferred in 1947 from another Agency.	January 15, 1948. Last official rating given in other agency.	None	March 31, 1948
4. Employee with no prior service in government. Entrance on duty 10-15-47.	January 15, 1948 "Good"	April 15, 1948	March 31, 1949
5. Employee - entered on duty 1-16-48 - no prior service.	January 16, 1948 "Good"	July 16, 1948	March 31, 1949
6. Employee received regular rating 3-31-48 Changed position 6-1-48.	June 1, 1948 Last official rating 3-31-48	Dec. 1, 1948	March 31, 1949

 EFFICIENCY RATING PROGRAM

(IV C 6)

Case	<u>Entrance Rating</u> <u>to be given</u>	<u>Six Months</u> <u>Rating</u>	<u>Annual</u> <u>Rating</u>
7. Employee E.O D. Jan. 15, 1948 - no prior ser- vice, change po- sition 5-15-48 - no change in ser- vice, grade, class.	January 15, 1948 "Good"	July 15, 1948	March 31, 1949
8. Employee E.O.D. Jan. 15, 1948 - no prior service, changed position 5-15-48 with change in service, grade, or class.	January 15, 1948 "Good"	Nov. 15, 1948	March 31, 1949

D Fair and Unsatisfactory Ratings - No "Fair" or "Unsatisfactory" efficiency rating will be made, or recognized as an official rating unless there is substantial evidence that the employee concerned was given a warning. The warning must be given not less than three months and not more than six months prior to the date when the regular rating is due. The warning must consist of the following:

- 1 That he will receive a "Fair" or "Unsatisfactory" rating if his performance does not improve to meet required standards.
- 2 Why his performance fails to meet requirements.
- 3 How he may improve his performance.
- 4 That he will be given the opportunity to bring about such improvement.

If the warning was not given within the prescribed time period and as a result the rating of "Fair" or "Unsatisfactory" could not be assigned, the warning should be given immediately and an efficiency rating made not less than three months nor more than six months after the warning.

Substantial evidence of a warning should be in the form of a memorandum, original given to the employee and a copy filed in his personnel folder. The memorandum should be a summary of the verbal warning and include the items under 1-2-3 and 4 above.

EFFICIENCY RATING PROGRAM

(IV D)

Whenever a favorable certificate of satisfactory service and conduct for periodic within grade salary advancement is issued for an employee who previously has been given the warning, such certificate cancels the warning and no rating of "Fair" or "Unsatisfactory" may be assigned in connection with such warning.

E Use of Standard Form 51 - Until Standard Form 51 is revised, it will be used for all official regular ratings. Entrance ratings are official automatically and do not require approval by an efficiency rating committee and shall not be made on Standard Form 51.

F Preparation and Submission of Efficiency Rating Registers - Each personnel office shall prepare semi-annually, as of June 30 and December 31, registers of official regular ratings for all employees who receive such rating. ~~These registers~~ shall be submitted to the Office of Personnel as soon as possible after June 30 and December 31.

The register shall be prepared in the manner set forth in paragraph 4 a(1) on page 16 of PC-86 Rev. IV and shall continue to be submitted in the form illustrated by Exhibit C attached to that Circular, except that the lines in the head of the form for probational and special ratings will no longer be applicable. Submission of lists of entrance ratings is not required.

G Circulars Affected - Changes will be made as soon as possible in PC-86 on Efficiency Ratings and PC-116 on Within-Grade Pay Increases. PC-116 is affected primarily because of the elimination of special ratings.

V WASHINGTON EFFICIENCY RATING COMMITTEES

A Number of Committees and How Appointed

1 There are four Efficiency Rating Committees in Washington, D. C. Each committee is composed of five or more members, and serves specified branches and offices of PMA as designated by the Chief, Personnel (PE) Division. A member of each committee shall be designated as chairman by the Chief, PE Division.

2 Nominations for membership on the committees shall be submitted annually by the director of each branch and

EFFICIENCY RATING PROGRAM

(V A 2)

staff office to the Chief, PE Division. These nominations are forwarded to the Director of Personnel for Departmental approval.

B Responsibilities of Committees

1 Operates for and exercises the authority of the Administrator in reviewing, applying rating standards uniformly to all employees in PMA consistent with the standards of the efficiency rating system and approving ratings for Washington employees and field employees rated and reviewed in Washington, D. C.

2 Assists the PE Division in the development of training programs and a suggested list of element markings for both Washington and field.

3 Conducts training activities for rating and reviewing officials in Washington, D. C.

4 Reconsiders ratings upon request of employees who are dissatisfied with their ratings.

VI FIELD EFFICIENCY RATING COMMITTEES

A Location of Committees - There is an efficiency rating committee at each of the following locations:

- 1 The five area offices
- 2 C.C.C. Field Office, Portland
- 3 C.C.C. Field Office, New Orleans
- 4 C.C.C. Field Office, Kansas City
- 5 C.C.C. Field Office, Minneapolis
- 6 State PMA offices
- 7 The Caribbean Area
- 8 The Hawaiian Area
- 9 Western Region Aerial Photographic Laboratory, Salt Lake City.

EFFICIENCY RATING PROGRAM

(VI B 1)

B Area Committees

1 How Appointed - Each of the five Area Efficiency Rating Committees is composed of from five to seven members. A member designated by the Area Personnel Officer, subject to approval by the Chief, PE Division, Washington, D. C., serves as Chairman. Nominations for area committees shall be submitted by the appropriate Area PE Division to the Washington PE Division for approval.

2 Responsibilities

a Act for the Administrator on questions of Efficiency Rating policy and coordination for all field employees within the area

b Carry out training programs for rating and reviewing officials.

c Review and approve ratings for field employees within their jurisdictional area who are rated in the field.

d Reconsider ratings upon request of employees who are dissatisfied with their ratings.

G All Other Committees

1 How Appointed - Each of the other committees is composed of from three to five members. A member designated by the officer in charge serves as Chairman. Nominations of committees in the State PMA offices and the CCC Field Offices in Kansas City, Minneapolis, New Orleans and Portland shall be submitted by the officer in charge to the appropriate Area PE Division, who shall transmit them to the Washington PE Division for approval.

2 Responsibilities

a Assist appropriate Area Committee and Area PE Division in applying efficiency rating policies, formulating training programs and element rating guides, and in coordinating the various phases of the PMA efficiency rating program.

EFFICIENCY RATING PROGRAM

(VI C 2 a)

b Carry out training programs for rating and reviewing officials.

c Review and approved ratings for field employees within their jurisdictional area

d Reconsider efficiency ratings upon request of employees who are dissatisfied with their ratings.

VII RESPONSIBILITIES OF BRANCHES AND STAFF OFFICES

A Directors of branches and staff officers will assist and cooperate with the Efficiency Rating Committees and the PE Division in carrying out efficiency rating policies and in coordinating the various phases of the PMA efficiency rating program.

B Make nominations for membership on the Washington Efficiency Rating Committees.

C Designate rating and reviewing officials for employees under their supervision in accordance with paragraph VIII of this Instruction.

D Prepare lists, by PMA areas, of employment jurisdiction of field employees who will be rated and reviewed in Washington, D. C. These lists should be forwarded to the PE Division for the next regular rating period, not later than March 15, 1948.

E Assist the PE Division in development of "performance requirements" and "suggested rating elements" for positions under their supervision.

VIII RATING AND REVIEWING OFFICIALS

A Rating Official - Designation - The rating official shall be the person who is immediately responsible for the work of the employee (first person in authority who has supervisory responsibility), who either daily oversees, reviews and checks the work of that employee, or who is most closely acquainted with his daily performance during the period of time for which the rating is made. In case an employee is regularly work under more than one rating official, the rating officials shall confer and arrive at a report of efficiency rating which shall represent their joint evaluation under their joint signatures as rating officials.

EFFICIENCY RATING PROGRAM

(VIII B)

B Reviewing Official - The reviewing official shall be the supervisor highest in line of authority above the rating official who has personal knowledge of the general performance of the employee to be rated and of the standards of performance of the unit to which the employee is assigned, as compared with the standards in other units.

For further instructions, see the Rating Official's Guide and Supplement to the Rating Official's Guide.

IX RESPONSIBILITIES OF WASHINGTON PE DIVISION

A General - The PE Division is responsible for the general administration of the PMA efficiency rating programs, both in Washington and the field.

B Training Section

1 Develops procedure and instructions for administering the efficiency rating program.

2 In consultation with Efficiency Rating Committees develops a training program for rating and reviewing officials, Washington and field.

3 Prepares training schedule and conducts classes for training Washington Committee members.

4. Develops element marking guide from recommendations submitted by branch and staff offices.

5 At proper time prepares requests for nominations for membership on Efficiency Rating Committees, both Washington and field.

6 Receives nominations for membership on Washington Committees, obtains approval of the Chief, PE Division, forwards approved nominations to the Director of Personnel for Departmental approval and notifies the branches and offices of approved committee membership.

7 Receives nominations for membership on Field Committees, obtains approval of the Chief, PE Division and notifies appropriate field offices of approval of Committee membership.

EFFICIENCY RATING PROGRAM

(IX B 8)

8 Maintains records of Efficiency Rating Committee membership, including changes as they occur and advises the Employee Relations Section of the Committee membership in Washington and the field.

9 Secures and distributes material for carrying out the efficiency rating program, except Standard Forms 51 and 68, and Form AD-510 which should be ordered through the regular channels.

C Service Section

1 Determines the need for and records entrance ratings for Washington employees and State Office employees (CAF-12, P-5 and above), as of January 15, 1948 and thereafter as required.

2 Determines which Washington employees and State office employees (CAF-12 - P-5 and above) should receive regular ratings and the period for which the rating is to be made. Prepares and distributes Standard Form 51 for such employees to the appropriate branch and office for rating and review.

3 Receives the completed Forms 51 from branches and offices and audits forms for completeness and accuracy.

4 Prepares statistical data (for the March 31, 1948 regular rating only) by branches, for Washington employees, for study by the efficiency rating committees. Sample form attached. Carry percentage to one decimal.

5 Forwards the completed Form 51, assembled by branches and offices, together with statistical data, to the Employee Relations Section for approval by the appropriate efficiency rating committee.

6 Prepares Standard Form 68 "Notice of Official Efficiency Rating" for Washington employees and State Office employees (CAF-12 - P-5 and above) from approved Forms 51 and forwards them to the branches and offices for delivery to employees.

7 Files approved Forms 51 in personnel folders of employees.

EFFICIENCY RATING PROGRAM

(IX C 8)

8 Prepares Washington Efficiency Rating Registers including State office employees (CAF-12 - P-5 and above) and forwards the original to the Office of Personnel annually on or before September 30. The list shall cover all employees given official regular ratings during the preceding fiscal year. A copy of the register will be filed in the Services Section.

9 Receives from the branches and staff offices lists of field employees who will be rated and reviewed in Washington, D. C. These lists will be forwarded to the appropriate Area PE Office for preparation of Forms 51.

10 Receives Forms 51 from Area PE Offices, for employees to be rated and reviewed in Washington. Distributes Forms 51 for these employees to branches and offices for rating and review. Receives completed Forms 51 from branches and offices and audits forms for completeness and accuracy. Forwards the completed Forms 51, assembled by branches and offices, to the Employee Relations Section for approval by the appropriate efficiency rating committee. Receives approved forms from Employee Relations Section.

11 Prepares separate efficiency rating registers for the appropriate Field Efficiency Rating Committee of employees who are rated and reviewed in Washington. Three copies of the register should be prepared for employees in the jurisdictional area of the Area Committee and four copies for the other field committees. The copies should be distributed as follows:

a 2 copies to the appropriate Area PE Division for employees in the jurisdictional area of the CCC Field Offices and PMA State Committees, 1 copy to the appropriate Area PE Division for employees in the jurisdictional area of the Area Committees.

b 1 copy (the original) of all lists labeled "Field Ratings Reviewed in Washington", to the Office of Personnel as a part of the Washington Efficiency Rating Register.

c 1 copy is filed in the Services Section.

EFFICIENCY RATING PROGRAM

(IX C 12)

12 Forwards approved Forms 51 to the appropriate Area PE Division or field personnel office having delegated employment authority, for filing in personnel folders of employees.

13 Receives annually on or before September 30, two sets (one of which is the original) of copies of Efficiency Rating Registers from each Area PE Division for all Efficiency Rating Committees within that area. The original set is forwarded to the Office of Personnel and the other set filed in the Service Section.

14 Makes necessary changes on the Efficiency Rating Registers resulting from reconsideration or appeals.

15 Notifies the Employee Relations Section upon completion of administrative action, if any, required by Personnel Circular 86 (Revised) as a result of change in rating, in reconsideration and appeal cases.

D Employee Relation Section

1 A counsellor acts as an administrative assistant to the four Washington Committees, setting dates for meetings, furnishing records and other information needed by the Committees.

2 Receives completed Forms 51 and statistical data from the Services Section by branches for Washington employees and for field employees rated and reviewed in Washington and turns them over to the appropriate Committee for review.

3 Receives requests of employees for reconsideration of ratings by the Efficiency Rating Committees.

4 Endeavors, whenever possible, through interview with the employees and rating and reviewing officials concerned to reach agreement without a formal hearing by the Committee.

5 Prepares decision of the Committee and forwards to the employee. If there is a change in the rating a revised Standard Form 68 is prepared and attached to the decision.

6 Prepares notice to appropriate branch or staff office of the decision of a committee or Board of Review hear-

EFFICIENCY RATING PROGRAM

(IX D 6)

ing in reconsideration and appeal cases. One copy of the notice is sent to the Services Section. If administrative action is necessary, one copy of the notice is sent to the appropriate Employment Technician, Employment Section, or field personnel office or representative.

7 A counsellor acts as special Department representative in appeal cases filed with the Board of Review, and furnishes records and other information needed by the Board. When necessary, conducts correspondence with the appropriate field personnel office to obtain the information.

8 Notifies the General Department Representative, Efficiency Rating Board of Review, upon completion of administrative action, if any, required by Personnel Circular No. 86, as a result of change in rating by the Board of Review.

9 Forwards file for completed reconsideration and appeal cases to the Services Section.

E Employment Section

1 Obtains the last official efficiency rating of each employee transferred from another government agency to PMA. The rating should be obtained during negotiations for the transfer by the technician handling the case. If the other agency has no available record of the employees' last official rating, the employee should be consulted. If he has no record of his last rating, a rating of "Good" should be assigned. The personnel technician handling the case is responsible for notifying the Services Section of the rating to be placed under "Remarks" on the fanfold for the action.

X RESPONSIBILITIES OF AREA PE DIVISION

A General Administration - The Area PE Division, in consultation with the Area Efficiency Rating Committee and the Washington, PE Division, is responsible for the general administration of the efficiency rating program within the Area including the following:

EFFICIENCY RATING PROGRAM

(X A 1)

1 Makes nominations to the Washington PE Office of members for the Area Efficiency Rating Committee. The nominations should be concurred in by the Area Budget and Management Officer.

2 Receives nominations for membership on other Committees located in the Area as listed above and obtains the approval of the Chief PE Division, Washington, D. C.

3 Develops training programs for all rating and reviewing officials in the Area.

4 Determines the need for and records entrance ratings as of January 15, 1948 and thereafter as required for all employees under the jurisdiction of the Area Efficiency Rating Committee and PMA State Office Employees under Grades CAF-12 - P-5.

5 Determines which employees should receive regular ratings and the period for which the rating is to be made. Prepares and distributes Forms 51 for such employees to the appropriate branches and offices for rating and review.

6 Prepares Form 51 for field employees to be rated and reviewed in Washington except State Office employees in Grade CAF-12 - P-5 and above and forwards the forms to the Washington PE Division. Lists will be supplied by Washington PE Division.

7 Receives completed Forms 51 for regular field ratings from branches and offices and audits forms for completeness and accuracy.

8 Forwards the completed Forms 51, assembled by branches and offices, with such statistical data as the Committee needs. A suggested form is attached as Exhibit A.

9 From approved Forms 51 prepares Standard Forms 68 and sends them to the branches and offices for delivery to employees.

10 Receives Forms 51 approved by PMA State Committees within the Area for those employees for whom the Area PE Division has delegated employment authority.

11 Prepares Area Efficiency Rating Register

EFFICIENCY RATING PROGRAM

(X A 11)

annually for all employees given official regular ratings during the preceding fiscal year, including PMA State office employees under CAF-12 and P-5. One copy is retained in the Area Personnel Division and the original and one copy forwarded to the Washington PE Division before September 30 of each year.

12 Files Standard Forms 51 in personnel folders of employees.

13 Receives three copies of Efficiency Rating Registers from CCC Field offices within the Area. The original and one copy of each Efficiency Rating is forwarded to the Washington PE Division.

14 Receives one set of copies of Efficiency Rating Registers from the Washington Services Section for field employees in the jurisdictional area of the Area Committee who are rated and reviewed in Washington.

15 Receives two sets of Efficiency Rating Registers for field employees in the jurisdictional area of CCC Field office Committees within the area who are rated and reviewed in Washington. Retains one set of each in the Area PE Division and forwards the other set to the appropriate field personnel representative serving the Field Committees.

16 Receives approved Forms 51 for field employees rated and reviewed in Washington, for filing in personnel folders.

B Reconsiderations and Appeals - Responsibility of Area PE Division

1 Responsible for necessary counselling administrative and clerical duties for the Area Committee.

2 Makes change on the appropriate Efficiency Rating Register when required as a result of reconsideration or appeal by employees within the Area, and notifies the Washington PE Division that change has been made and the reason for it.

3 Notifies the Washington Employee Relations Section upon completion of administrative action, if any, required by Personnel Circular No. 86 as a result of change in rating for employees for whom the Area PE Division has delegated employment authority.

EFFICIENCY RATING PROGRAM

XI RESPONSIBILITIES OF FIELD REPRESENTATIVES SERVING THE CCC
FIELD OFFICES AND PMA STATE EFFICIENCY RATING COMMITTEES

A CCC Field Offices

1 Performs administrative and clerical functions for their Efficiency Rating Committees.

2 Forwards to the appropriate Area PE Division nominations of members for Efficiency Rating Committees, made by the officer in charge.

3 Assists the appropriate Efficiency Rating Committee and the Area PE Division in coordinating training programs.

4 Each of these offices performs the same administrative duties for the Efficiency Rating Committee it serves as the Area PE Division does for the Area Committee in the preparation of Standard Forms 51, Standard Forms 68, Efficiency Rating Registers and filing of Forms 51.

5 Sends three copies of the Efficiency Rating Register (one of which is the original) to the appropriate Area PE Division.

6 Receives one copy of the Efficiency Rating Register from the Area PE Division for employees rated and reviewed in Washington.

7 Receives approved Forms 51 from Area PE Division for employees rated and reviewed in Washington and files them in personnel folders of employees.

8 Performs necessary counselling, administrative and clerical duties in reconsideration and appeal cases.

9 Notifies the appropriate Area PE Division of necessary change in the Efficiency Rating Register resulting from reconsideration and appeals and the reason for it.

10 Notifies the Washington Employee Relations Section by memorandum upon completion of administrative action, if any, required, by Personnel Circular No. 86 as a result of change in rating.

B PMA State Offices

1 Performs administrative and clerical functions for

EFFICIENCY RATING PROGRAM

(XI B 1)

their committees.

2 Forwards to the appropriate PE Division nominations of members for Efficiency Rating Committees made by Chairman of State Committees.

3 Assists their Efficiency Rating Committees and the Area PE Division in conducting and coordinating training programs.

4 Performs necessary counselling, administrative and clerical duties in reconsideration and appeal cases.

5 Notifies the appropriate PE Division of necessary changes in the efficiency rating register resulting from reconsideration and appeals and the reason for it.

UNITED STATES DEPARTMENT OF AGRICULTURE
PRODUCTION AND MARKETING ADMINISTRATION

PERCENTAGE DISTRIBUTION
OF

EFFICIENCY RATINGS FOR THE PERIOD ENDING MARCH 31, 1948

Branch or Staff Office
(or other organizational
unit, when required)

Location of Efficiency
Rating Committee

Date

Adjective Rating	:	Number of	:	Percentage of
	:	Employees Rated	:	Employees Rated
1. Excellent	:		:	
2. Very Good	:		:	
3. Good	:		:	
4. Fair	:		:	
5. Unsatisfactory	:		:	
	:		:	
	:		:	
	:		:	
	:		:	
Total	:		:	100.0

